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Personnel



AU FORMAL SCHOOLS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction contains information on formal education and training provided by Air University (AU) to military personnel and civilian employees of the Air Force and Air Reserve components, other government agencies, and foreign governments. It complements information contained in AFCAT 36-2223, *USAF Formal Schools*. (NOTE: AFCAT 36-2223, *USAF Formal Schools Catalog*, has been converted to a database. The title of the new database is *Air Force Education and Training Course Announcements (ETCA)* located at the following URL: <http://hq2af.keesler.af.mil/etca.htm>. ETCA is prescribed by AFI 36-2201, Chapter 8, *Formal Training*. IC 99-1 to AFI 36-2201 implemented ETCA.) In particular, this instruction identifies responsibilities and provides guidelines and procedures for the conduct of courses at AU. It applies to all AU schools and their subordinate organizations, with the exception of paragraph 6, which does not apply to AWC, ACSC, SAAS, and AFIT.

SUMMARY OF REVISIONS

This revision updates office symbols changed through AU Headquarters reorganization. It also explicitly excludes AU degree-granting schools (AWC, ACSC, SAAS, and AFIT) from the provisions of paragraph 6 - Instructor Graduate Recognition. **NOTE:** In this instruction, the words “course” and “courses” refer to entire academic programs or courses of study a school may offer.

1. Headquarters Responsibilities.

1.1. HQ AU/CFA:

1.1.1. Serves as AU point of contact for all matters pertaining to Air Force education and training programs administered by AU.

1.1.2. Provides oversight on all education and training programs within AU.

1.1.3. Provides policy and guidance on course development and evaluation.

1.2. HQ AU/CFR:

1.2.1. Provides policy and guidance on adding, deleting, or modifying course size, duration, or schedule.

1.2.2. Maintains official academic records for resident schools (AWC, ACSC, SAAS, SOS, ABC, CADRE, OTS, CPD, and AFSNCOA).

1.2.3. Maintains graduate records to include distinguished graduate designation where applicable and records of course grades for PME degree granting schools.

1.2.4. Approves all new courses.

é 1.3. HQ AU/FM:

1.3.1. Manages resources to meet Air Force educational and training needs.

é 1.4. HQ AU/DP:

1.4.1. Provides guidance for the Air Force Training Management System (AFTMS) and manages the AFTMS for AU TDY courses at Maxwell-Gunter. AFIT manages the AFTMS for its courses with support from HQ AU/DP.

2. School Responsibilities:

2.1. Develops courses within established guidelines.

2.2. Identifies resources required to execute each course.

2.3. Provides additions, changes, and cancellations of courses to HQ AU/CFR.

2.4. Ensures all requests for new courses submitted to HQ AU/CFR have approval of school functional manager.

2.5. Provides any other information, as required, to ensure successful completion of education and training programs.

3. Specific Procedures. Specific procedures involving faculties, course development, programming, faculty boards, disenrollment, diplomas, certificates of completion and other aspects of course execution require greater detail and are contained in other Air Force, AETC, and AU instructions. Refer to the appropriate numerical index for a complete listing of applicable instructions.

4. Scheduling of Courses. Schools should make every effort to ensure course schedules minimize the use of resources: classrooms, instructors, lodging, monies, etc.

4.1. Graduation for courses which have greater than 100 students and last longer than 4 weeks will not occur on the same date. In other words AWC, ACSC, OTS, SOS, or the AF Senior NCO Academy will not hold a graduation on the same date.

4.2. AWC and ACSC base their graduation on the following: ACSC graduates at least 10 days before the summer start date of Armed Forces Staff College; AWC graduates at least 7 days before ACSC graduation.

é **5. Records of Enrollment and Scholastic Achievement.** AU resident schools develop an academic record for each student attending an AU course of more than 30 academic days. These records should be retained for a minimum of 3 years for eliminees, for a minimum of 2 years for distinguished graduates, and for a minimum of 1 year for all other students. For degree-granting schools, records must be maintained for the length of time required by the appropriate accrediting agency.

5.1. These records are useful in later years for research and planning purposes. The records include a complete report of student performance commensurate with the evaluation system used in the school. The following kinds of information are suggested for inclusion in the academic records:

5.1.1. Raw scores on all achievement tests taken during the course.

5.1.2. Raw scores on pretests given at the beginning of the course, including standardized pretests.

5.1.3. Ratings, scores, or grades made on written requirements such as essays, research papers, and staff studies completed during the course.

5.1.4. Ratings or grades received on speeches or other oral reports required in the course.

5.1.5. Ratings or grades received on electives taken during the course.

5.1.6. Other information that may assist in determining the quality of the student's performance; for example, distinguished graduate status, participation in off-duty education programs.

é 5.2. The AU Registrar (AU/CFR) maintains official academic records for resident schools (AWC, ACSC, SAAS, SOS, ABC, CADRE, OTS, CPD, and AFSNCOA). AU/CFR maintains graduate records to include distinguished graduate designation where applicable and records of course grades for PME degree granting schools.

é 5.3. AFIT and AFROTC maintain records in the appropriate format.

é 5.4. For international students, AU resident schools provide the student's original training report (AF Form 475) to CPD/IO for appropriate disposition. AFIT/IA serves as the point of contact for AFIT international students.

é 5.5. Official academic records for nonresident schools are also retained by AU/CFR on the Curriculum Development Student Assistance and Registration System (CDSAR) for statistical and research purposes.

é 5.6. Academic records of current Air Force Institute of Advanced Distributed Learning (AFIADL) enrollees are maintained in CDSAR.

5.7. Course completions and cancellations of enrollments for nonresident courses are also maintained in CDSAR.

5.8. The AWC directorate of associates' programs develops a permanent academic record for each student enrolled in the AWC seminar and correspondence programs. To ensure these records are useful for research and planning purposes, they include, but are not limited to, the following kinds of information:

5.8.1. Ratings, scores, or grades made on all evaluated program requirements.

5.8.2. Material-version, editions, overall program grade, and class ranking, if applicable.

5.8.3. Any other information that may assist in determining the student's performance.

6. Instructor Graduate Recognition.

6.1. Commandants of AU schools (excluding AWC, ACSC, SAAS, and AFIT) may award an instructor credit for a course, provided all of the following conditions are met:

6.1.1. **Courses of 30 or More Academic Days Duration.** The individual has been assigned to primary duty as an instructor for 2 or more years in the course for which credit is being awarded or the individual has been assigned primary duty as an instructor and the instructor training program dictates completion of all requirements in the course for which credit is being awarded.

6.1.2. **Courses of Less Than 30 Academic Days Duration.** The individual has been assigned to primary duty as an instructor for two or more course periods in the course for which credit is being awarded or the individual has been assigned to primary duty as an instructor and the instructor training program dictates the completion of all requirements in the course for which credit is being awarded.

6.1.3. The individual meets all criteria listed in AFCAT 36-2223, *Air Force Education and Training Course Announcements (ETCA)*, located at <http://hq2af.keesler.af.mil/etca.htm>), except being selected by a central board for entrance required of students normally enrolled in the course. The commandant may waive age, grade, and maximum service provisions in the entrance criteria for a course.

6.2. HQ AU/CF approves requests for waiver of the above requirements. Full justification for waiver of the provision that an individual has been assigned primary duty as an instructor must be furnished.

6.3. After approval by the commandant of a school and by HQ AU/CF, if applicable, qualified faculty members are awarded a diploma and reported on rosters as graduated.

6.4. Faculty members awarded faculty credit do not incur an additional active duty service commitment as a result of that credit.

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